

ADMINISTRATIVE INTERNAL USE ONLY

8 December 1978

MEMORANDUM FOR: DD/Pers-P&C  
DD/Pers-R&P  
DD/Pers-SP  
OP/CMO

*cc sent ea dir ch.  
12-11-78*

FROM : [REDACTED]  
Chief, Review Staff, OP

SUBJECT : MBO

Gentlemen,

As we march into a new year of MBO reporting, we thought it might be helpful for a clean operation of the system if a few of the problems with the mechanics were brought to your attention. We would appreciate your attention to the following concerns:

1. Complete all items in the top portion of the form 3629; No., Office Resp. Officer, Resource Estimate, et al.
2. Xerox the forms properly - too often they are crooked or material is cut off.
3. Please do not use correction tape - it shows up messily in Xerox copies. Use "white out" liquid for making corrections.
4. If using a selectric typewriter, please use the delegate ball with the 12 pitch.
5. The second page of the report - the explanatory material - should be typed across the width (not length) of the page and single spaced with the colons lined up. (See attached sample.)

6. In preparing explanatory notes, keep in mind the material goes to the DDA - e.g., comments should be circumspect, at least as far as internal OP matters are concerned.

STATINTL

Att.

### OBJECTIVE AND ACTION PLAN

[illegible]

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Approved For Release 2001/08/16 : CIA-RDP84-00688R000200020005-8

OP - FY 1979 MBO PROGRAM  
Proposed Objectives

### OFFICE OF PERSONNEL

1. NUMBER : 7-79
- TYPE : Regular
2. SHORT TITLE : Study of Efficiency of Washington Area Recruitment Office System for Handling Walk-In Professional Applicants
3. STATEMENT OF OBJECTIVE: To examine new procedure by 30 June 1979 for handling increasing numbers of WARO walk-in professional applicants with maximum efficiency and effectiveness but without an increase in staffing and without diminishing good public relations.
4. EXPLANATION : WARO will experiment with selective interviewing of professional applicants, by recruiter screening of resumes, with the objective of reducing by at least 25 percent the number of interviews with professionals who clearly do not possess qualifications of interest to the Agency. At present, the WARO recruiters interview all professional walk-in applicants and reject at least 85 percent of them during interviews. Selective interviewing will reduce the time recruiters spend with non-competitive applicants and thereby give them more time to concentrate on the qualified candidates and expeditiously prepare and forward their cases for processing. It will also enable the WARO recruiters to devote more time to positive recruitment in the Washington, D.C. metro area. (All technical and clerical walk-in applicants will continue to be interviewed as will all special interest cases.)
5. COORDINATION : None.
6. GOAL : This objective supports the Directorate goal to ensure maximum utilization of our personnel resources.

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